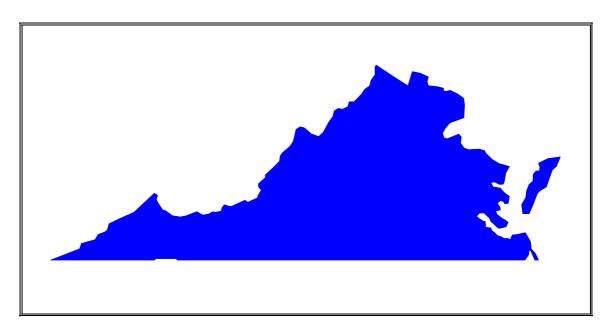
## Virginia Department of Medical Assistance Services

## **Companion Guide**

For 837 Institutional Health Care Claim & Encounter Transactions

Version 1.14 Updated 05/24/2010



#### ASC X12N 837 VERSION 004010 X096A1

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#### **VERSION CHANGE SUMMARY**

VERSION NO.	DESCRIPTION	DATE
Version 1.0 – 1.1	Original Implementation	12/05/2002
Version 1.2 -	Modified Comments (page ref. 192)	04/11/2003
	Loop 2300 – REF02 – Claim Org. Ref. Number	
Version 1.3 -	Modified Comments (page ref. 199)	08/21/2003
	Loop 2300 – REF02 – Prior Authorization No.	
Version 1.4 -	Added Page reference 182	03/01/2004
	Loop 2300 – AMT information	
	Updated Page reference 371	
	Loop 2320 – AMT01 – Amount Qualifier, Com-	ments
Version 1.5 -	Added comments for providers submitting	08/05/2004
	Medicare coinsurance & deductible claims	
	Added note 6 under Special Notes	
	Changed Page reference 84	
	Loop 2010AA – REF02	
	Changed Page reference 110	
	Loop 2010BA – NM109	
	Added Page reference 363	
	Loop 2320 – SBR09	
	Added Page reference 372	
	Loop 2320 – AMT01 & AMT02	
	Added Page reference 373	
	Loop 2320 – AMT01 & AMT02	
	Added Page reference 376	
	Loop 2320 – AMT01 & AMT02	
	Added Page reference 403	
	Loop 2330A – NM109	
	Added Page reference 411	
	Loop 2330B – NM109	
	Changed Page reference 496	
	Loop 2430 – CAS02	
Version 1.6 -	· Modified comments (page reference 68)	08/19/05
	Loop 1000B - NM103 Name Last or Organizat	
	· Added comments (page reference 446)	
1	Loop 2400 - SV201 Service Line Revenue Coo	le
1	•	



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Version 1.7 - Added comments (page reference 159) 04/07/06 Loop 2300 – CLM05-3 Claim Frequency Code

#### Version 1.8 - **NPI modifications**

12/01/06

Modified comments (page reference 71)

Loop 2000A - PRV03 Provider Taxonomy Code

Modified comments (page reference 77)

Loop 2010AA – NM108 Billing Provider Identification Code

Modified comments (page reference 81)

Loop 2010AA – N403 Billing Provider's Zip Code

Modified comments (page reference 83)

Loop 2010AA - REF01 Identification Code

Modified comments (page reference 84)

Loop 2010AA – REF02 Identification Code

Modified comments (page reference 323)

Loop 2310A – NM108 Attending Physician Identification Code

Modified comments (page reference 326)

Loop 2310A – REF01 Identification Code

Modified comments (page reference 327)

Loop 2310A – REF02 Identification Code

Modified comments (page reference 330)

Loop 2310B – NM108 Operating Physician Identification Code

Modified comments (page reference 333)

Loop 2310B – REF01 Identification Code

Modified comments (page reference 334)

Loop 2310B – REF02 Identification Code

Modified comments (page reference 337)

Loop 2310C – NM108 Other Provider Identification Code

Modified comments (page reference **340**)

Loop 2310C – REF01 Identification Code

Modified comments (page reference 341)

Loop 2310C – REF02 Identification Code

Modified comments (page reference 411)

Loop 2330B – NM109 Other Payer Primary Identification Code

Version 1.9 – 06/06/2007

Modified Special Notes 7, 8 & 9

Contingency Dual Use Period

Modified comments (page references 84, 327, 334 & 341)

Contingency Dual Use Period

Version 1.10 10/01/2007

Modified comments (page reference **81**)

Loop 2010AA – N403 Billing Provider's Zip Code



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03/19/2008 Version 1.11 Modified Special Notes – deleted notes 5 & 6; modified notes 7, 8 & 9 – notes renumbered Removed blue highlighting from previous changes Modified comments for NPI and API usage Loop 2010AA NM108 (page reference 77) Loop 2010AA REF01 (page reference 83) Loop 2010AA REF02 (page reference 84) NM108 (page reference 323) Loop 2310A REF01 (page reference 326) Loop 2310A Loop 2310A REF02 (page reference 327) Loop 2310B NM108 (page reference 330) Loop 2310B REF01 (page reference 333) Loop 2310B REF02 (page reference 334) Loop 2310C NM108 (page reference 337) Loop 2310C REF01 (page reference 340) Loop 2310C REF02 (page reference 341) Modified comments for NDC Loop 2410 LIN02 (page reference 37 Addenda) Loop 2410 LIN03 (page reference 37 Addenda) Loop 2410 CTP03 (page reference 39 Addenda) Loop 2410 CTP04 (page reference 39 Addenda) Loop 2410 CTP05 (page reference 39 Addenda) Version 1.12 -05/28/2009 Modified comments for Present on Admission Indicator Loop 2300 K3 (page reference 204) Version 1.13 – 06/30/2009 Modified comments for Present on Admission Indicator Loop 2300 K3 (page reference 204) Deleted the following sentence from the comments. E-code categories for which the POA Indicator is not applicable would not be reported. Version 1.14 ACS VAMMIS Fiscal Agent Implementation Change 05/24/2010



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#### **INTRODUCTION**

The Health Insurance Portability and Accountability Act (HIPAA) requires that Medicaid, and all other health insurance payers in the United States, comply with the EDI standards for health care as established by the Secretary of Health and Human Services. The ANSI X12N implementation guides have been established as the standards of compliance for claim transactions.

The following information is intended to serve only as a companion guide to the HIPAA ANSI X12N implementation guides. The use of this guide is solely for the purpose of clarification. The information describes specific requirements to be used for processing data. This companion guide supplements, but does not contradict any requirements in the X12N implementation guide. Additional companion guides/trading partner agreements will be developed for use with other HIPAA standards, as they become available.

Additional information on the Final Rule for Standards for Electronic Transactions can be found at <a href="http://aspe.hhs.gov/admnsimp/final/txfin00.htm">http://aspe.hhs.gov/admnsimp/final/txfin00.htm</a>. The HIPAA Implementation Guides can be accessed at <a href="http://www.wpc-edi.com/hipaa/HIPAA">http://www.wpc-edi.com/hipaa/HIPAA</a> 40.asp.

#### **PURPOSE**

This guide is concerned with the processing of batch requests and responses submitted to Affiliated Computer Services, Inc. (ACS) as the Fiscal Agent and information source for Virginia Medicaid. ACS adheres to all HIPAA standards and this guide contains clarifications and requirements that are specific to transactions and data elements contained in various segments.

- For providers with a FFS agreement to submit claims for payment.
- For HMOs with a capitation agreement to submit encounters for reporting purposes.



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#### SPECIAL NOTES

- 1. 837 Claims or Encounters may be sent at anytime 24 hours a day, 7 days a week, however... A) Fee-for-service Claims submitted by mid-afternoon will be processed in the current daily cycle. Claims submitted after 1 PM EST on Fridays will not be included in the current week's remittance cycle.
  - B) Encounters should be submitted prior to noon on their scheduled submission date.
- 2. The 997 Response will normally be available for pickup 1 hour after file submission unless there are unforeseen technical difficulties.
- 3. Claim and Encounters should be submitted in separate ISA-IEA envelopes.
- 4. All references to Medicaid are used for simplicity, but other programs supported by DMAS are also included, such as FAMIS, SLH, and TDO.
- 5. As of May 23, 2008 only the NPI will be accepted and used to adjudicate claims. All claims and encounters received as of that date will be processed using the NPI or Atypical Provider Identifier (API). The compliance is based on the date of receipt and not the date of service
- 6. Non-healthcare providers that are not eligible to obtain an NPI will be assigned a new 10-digit Virginia Medicaid Atypical Provider ID (API). Beginning May 23, 2008, the API must be used in place of the Legacy ID.
- 7. Medicare coinsurance and deductible claims should be submitted using the NPI.
- 8. ACS uses the MOVEit® DMZ application to transmit batch EDI data into the Virginia Medicaid system. All Service Centers must have applied and been authorized by the Virginia EDI Coordinators office before using MOVEit® DMZ.

#### > How to use MOVEit® DMZ Application tool for secure file Drop off and Pick up

MOVEit® DMZ is a secure file transfer and secure message server. It is a vital component of the MOVEit® family of secure file processing, storage, and transfer products developed by Ipswitch, Inc. Additional help on using MOVEit® DMZ can be located at web page: https://grabit.acs-shc.https://grabit.acs-shc.com/doc/en/help.htm

These products provide comprehensive, integrated, standards-based solutions for secure handling of sensitive information, including financial files, medical records, legal documents, and personal data.



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Providers or Service Centers can elect to pick up or drop off your EDI files (batches) for the batch staging queue. This requires a User Id and Password be allocated by the EDI Coordinators office. You can use either of the following methods to access MOVEit® DMZ:

- a. A Web browser can be used to obtain access to the MOVEit® DMZ repository at web site <a href="http://grabit.acs-shc.com">http://grabit.acs-shc.com</a>.
- b. Using an SFTP Client application referencing the URL grabit.acs-shc.com.

Note: If you have trouble connecting with the URL <u>grabit.acs-shc.com</u>, you should talk with your technical staff about using the DOS command "nslookup" to get the <u>grabit.acs-shc.com</u> IP Address and drop this value into your URL to connect to MOVEit® DMZ.

Next you will have to make sure and use the correct port depending on the protocol your company uses. The following table will help identify the port required based on the protocol being used by your company.

IF	THEN
SFTP over SSH	use port 22
SFTP over TLS-P*	use ports 21 and 20
SFTP over TLS-Implicit*	use port 990
SFTP over SSL	use port 443

\*NOTE: Both TLS options will use ports 3000 to 3008, but their firewalls should automatically allow this if the initial connections are made to the ports specified above.



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#### Data Element Descriptions

Page	Loop	Segment	Data Element	Comments
B.3	N/A	ISA	ISA01 - Authorization	Use "00" – No Authorization
			Information Qualifier	Information Present
B.3	N/A	ISA	ISA03 – Security	Use "00" – No Security Information
			Information Qualifier	Present
B.3	N/A	ISA	ISA05 – Interchange ID	Use "ZZ" – Mutually defined
			Qualifier	
B.3	N/A	ISA	ISA06 – Interchange	Use 4-character service center ID
			Sender ID	assigned by Virginia Medicaid
B.3	N/A	ISA	ISA08 – Interchange	Use "VMAP FHSC FA"
			Receiver ID	
B.3	N/A	ISA	ISA14 –	Use "0" – No Acknowledgement
			Acknowledgment	Requested
			Requested	
B.3	N/A	GS	GS02 – Application	4 digit Service Center ID assigned
			Sender's Code	by Virginia Medicaid
B.3	N/A	GS	GS03 – Application	Use "VMAP FHSC FA"
			Receiver's Code	
B.3	N/A	GS	GS08 – Version/Release	Use "004010X096A1".
			Industry ID Code	
60	N/A	REF	REF02-	Use "004010X096A1".
			Transmission Type Code	
68	1000A	NM1	NM109-Submitter	Use 4-character service center ID
			Primary Identifier	assigned by Virginia Medicaid.
68	1000B	NM1	NM103-Name Last or	Use "Dept of Med Assist Svcs"
			Organization Name	
71	2000A -	PRV	PRV03 – Provider	DMAS requires taxonomy codes on
	Billing/Pay-To		Taxonomy Code	claims when the provider has not
	Provider		-	enumerated with separate NPIs based
				on the type of service being provided.
				Taxonomy codes do not need to be
				sent with an API.
77	2010AA -	NM1	NM108 –	24 – Employer's Identification
	Billing Provider		Identification Code	Number
	Name		Qualifier	34 – Social Security Number
				XX – NPI
				Note: If XX – NPI is used, then
				either the Employer's Identification
				Number or the SSN of the provider
				must be carried in the REF segment



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Page	Loop	Segment	Data Element	Comments
81	2010AA – Billing Provider Name	N4	N403 – Billing Provider's Zip Code	The billing provider zip code (along with the address information in the 2010AA N3 segment) is required and may be used for pricing. Providers are required to submit the 9-digit zip code when available.
83	2010AA-Billing Provider Secondary ID	REF	REF01-Reference Identification Qualifier	Note: Medicaid will pay the billing provider and not the Pay-to-provider (loop 2010AB).  1D – Medicaid Provider Number EI – Employer's Identification Number SY – Social Security Number  Note: EI or SY must be used when the 10-digit NPI is sent in the Billing Provider Name segment of this loop.  Note: When the API is sent, use the 1D qualifier.
84	2010AA	REF	REF02-Billing Provider Secondary Identifier	Note: Beginning 5/23/08, only the 10-digit API should be submitted using the 1D qualifier.  When sending the EI qualifier, use the Employer Identification Number.  When sending the SY qualifier, use the SSN.
110	2010BA- Subscriber Name	NM1	NM108-Identification Code Qualifier	Use "MI".
110	2010BA	NM1	NM109-Subscriber Primary Identifier	Use the patient's 12-digit enrollee ID number.  **Note: For providers submitting Medicare coinsurance & deductible claims use the Medicaid ID.
158	2300-Claim Information	CLM	CLM01-Claim Submitter's ID	For Encounters, this should be the HMO's claim number.



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Page	Loop	Segment	Data Element	Comments
159	2300-Claim	CLM	CLM05-3 Claim	Use "1" for original claim.
	Information		Frequency Code	Use "7" for replacement.
				Use "8" for void.
				For claims with an admission date
				of 3/1/2006 or later, as well as for
				all claims reimbursed using DRG
				(inpatient and rehab hospitals), use
				the standard frequency codes to
				appropriately indicate interim bills.
				For claims with an admission date
				prior to 3/1/2006 that are not
				reimbursed using DRG (i.e., other than inpatient and rehab hospitals),
				always use '1' for the frequency of
				an original claim.
173	2300 - Claim	PWK	PWK06– Attachment	Use if PWK02 = "BM", "EL",
173	Information	1 7712	Control Number	"EM", or "FX"
	Imormation		Control Number	LIVI, OI IX
				The Attachment Control Number is
				a composite of three specific fields
				and can be up to 33 positions with
				no embedded spaces or special
				characters( i.e. slashes, dashes,etc):
				The <b>first</b> field is the Patient
				Account Number (Provider
				assigned) and can be a maximum of
				20 positions.
				The <b>second</b> field is the From Date
				Of Service (DOS) associated with
				the first line on the claim -
				MMDDCCYY.
				The <b>third</b> field is a sequential
				number (5 positions, numeric)
				established/incremented by the
1				Provider for every electronic claim
				submitted. The sequence # is right
				justified, zero filled. The
				Attachment Control Number should
				be the same for every attachment
				associated with a specific claim.
176	2300 - Claim	CN1	CN101-Contract Type	Required for Encounters.
	Information		Code	
182	2300	AMT	AMT01 – Amount	Use 'F5' when submitting nursing
			Qualifier	home patient payment amounts.



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Page	Loop	Segment	Data Element	Comments
191	2300	REF	REF01-Reference ID Qualifier	Use "F8" when submitting a claim replacement or void/cancel (as indicated by CLM05-3).
192	2300	REF	REF02-Claim Original Reference Number	For FFS claims, use the 16 character Reference Number assigned by Virginia Medicaid. Note: For encounters, this should be the HMO's original claim number (up to 20 characters).
198	2300	REF	REF01-Reference ID Qualifier	Use "G1" when submitting a prior authorization number.
199	2300	REF	REF02-Prior Authorization Number	Use 11 character number assigned by Virginia Medicaid.
204	2300	K3	K301	Use K301 to submit the Present on Admission Indicator as required by the Deficit Reduction Act of 2005.  The POA indicator is applied to the principal diagnosis as well as all secondary diagnoses that are reported.  The POA indicator should also be reported for all E (External Cause) codes.  POA indicators are not submitted for the admitting diagnosis code.  K301 must be coded as follows: Positions 1-3 = POA Position 4 = the POA indicator for the principal diagnosis code.  PoA indicators for all secondary diagnoses.  A 'Z' or an 'X' must be reported to indicate the end of the POA reporting for the principal and secondary diagnosis codes.  The character following the 'Z' or
				'X' value represents the POA indicator for a submitted E-code if applicable.
				Values for each indicator are: Y=Yes

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				N=No U=Unknown W=Clinically undetermined 1= space or blank and means the diagnosis code is exempt from reporting of POA. Z= indicates the end of reporting of POA indicators for the other diagnoses codes. X= indicates the end of reporting of POA indicators for the other
206	2300	NTE	NTE02-Claim Note Text	diagnoses codes where there are special processing situations.  Provide free-text remarks, if needed.
				Virginia Medicaid will use first occurrence of this segment.
209	2300	NTE	NTE02-Billing Note Text	Provide free-text remarks, if needed.
228	2300	HI	HI02-1 Admitting Diagnosis	Use "BJ" for Admitting Diagnosis Note: Virginia Medicaid only recognizes and accepts ICD-9-CM diagnosis and procedures.
230	2300	HI	HI01-2 Diagnosis Related Group	Required for Claims or Encounters if paid by DRG.
242	2300	НІ	HI01-1 Principal Procedure Information	Use "BR" (ICD9 Principal Procedure)
243	2300	HI	HI01-2 Principal Procedure Code	See the ICD-9 CM Code book for acceptable procedure codes.
244- 255	2300	НІ	HI01-1, HI02-1,, HI12-1 Code List Qualfier Code	Use "BQ" (ICD9 Procedure)
244- 255	2300	HI	HI01-1, HI02-1,, HI12-1 Procedure Code	See the ICD-9 CM Code book for acceptable procedure codes.
323	2310A- Attending Physician Name	NM1	NM108 – Identification Code Qualifier	24 – Employer's Identification Number 34 – Social Security Number XX – NPI  Note: If XX – NPI is used, then either the Employer's Identification Number or the SSN of the provider must be carried in the REF segment in this loop.



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Page	Loop	Segment	Data Element	Comments
326	2310A- Attending Physician Name	REF	REF01-Reference Identification Qualifier	1D – Medicaid Provider Number EI – Employer's Identification Number SY – Social Security Number  Note: EI or SY must be used when the 10-digit NPI is sent in the Referring Provider Name segment of this loop.  Note: When the API is sent, use the 1D qualifier.
327	2310A	REF	REF02-Attending Physician Secondary Identifier	Note: Beginning 5/23/08, only the 10-digit API should be submitted using the 1D qualifier.  When sending the EI qualifier, use the Employer Identification Number.  When sending the SY qualifier, use the SSN.
330	2310B-Operating Physician Name	NM1	NM108 – Identification Code Qualifier	24 – Employer's Identification Number 34 – Social Security Number XX – NPI  Note: If XX – NPI is used, then either the Employer's Identification Number or the SSN of the provider must be carried in the REF segment in this loop.
333	2310B - Operating Physician Name	REF	REF01-Reference Identification Qualifier	1D – Medicaid Provider Number EI – Employer's Identification Number SY – Social Security Number  Note: EI or SY must be used when the 10-digit NPI is sent in the Referring Provider Name segment of this loop.  Note: When the API is sent, use the 1D qualifier.



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Page	Loop	Segment	Data Element	Comments
334	2310B	REF	REF02- Operating Physician Secondary Identifier	Note: Beginning 5/23/2008, only the 10-digit API should be submitted using the 1D qualifier.
				When sending the EI qualifier, use the Employer Identification Number.
				When sending the SY qualifier, use the SSN.
227	2210C Other	NIM1	NM109 Identification	24 Employan's Identification
337	2310C– Other Provider Name	NM1	NM108 – Identification Code Qualifier	24 – Employer's Identification Number 34 – Social Security Number XX – NPI
				Note: If XX – NPI is used, then either the Employer's Identification Number or the SSN of the provider must be carried in the REF segment in this loop.
340	2310C– Other Provider Name	REF	REF01-Reference Identification Qualifier	1D – Medicaid Provider Number EI – Employer's Identification Number SY – Social Security Number
				Note: EI or SY must be used when the 10-digit NPI is sent in the Referring Provider Name segment of this loop.
				Note: When the API is sent, use the 1D qualifier.
341	2310C	REF	REF02- Other Physician Secondary Identifier	Note: Beginning 5/23/08, only the 10-digit API should be submitted using the 1D qualifier.
				When sending the EI qualifier, use the Employer Identification Number.
				When sending the SY qualifier, use the SSN.
359	2320 – Other Subscriber Information	SBR		If the patient has Medicare or other coverage, repeat this loop for each other payer. Do not put information about Virginia Medicaid coverage in this loop.



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Page	Loop	Segment	Data Element	Comments
363	2320 – Other Subscriber Information	SBR		**Note: For providers submitting Medicare coinsurance & deductible claims – use "MA" or "MB" to indicate a Medicare payer.
365	2320 – Other Subscriber Information	CAS	CAS02 – Claim Adjustment Reason Code	For HMO submitted denied Encounters, use CAS02 Claim Adjustment Reason Code (code source 139) to indicate the denial reason.  **Note: For providers submitting Medicare coinsurance & deductible claims –Use "1" for Deductible amounts Use "2" for Coinsurance amounts Use "66" for Blood Deductible amounts  Adjustment amounts may be reported at the claim line or service
371	2320	AMT	AMT01 – Amount Qualifier	line but not both.  Use "C4" – prior payment actual, to report third party payments.
371	2320	AMT	AMT02- Other Payer Paid Amount	All prior payments should be reported to Virginia Medicaid using this segment for the appropriate payer.  **Note: For providers submitting Medicare coinsurance & deductible claims - Use  "N1" to report the Total Medicare Paid Amount.
372	2320	AMT	AMT01 – Amount Qualifier	**Note: For providers submitting Medicare coinsurance & deductible claims –Use "B6" – to report the Total Allowed Amount
372	2320	AMT	AMT02- COB Total Allowed Amount	**Note: For providers submitting Medicare coinsurance & deductible claims report Total Allowed Amount
373	2320	AMT	AMT01 – Amount Qualifier	**Note: For providers submitting Medicare coinsurance & deductible claims –Use "T3" –to report the Total Billed charges
373	2320	AMT	AMT02- COB Total Submitted Charges	**Note: For providers submitting Medicare coinsurance & deductible claims report Total Billed Charges
376	2320	AMT	AMT01 – Amount Qualifier	**Note: For providers submitting Medicare coinsurance & deductible claims –Use "N1" – to report the Total Medicare Paid Amount



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Page	Loop	Segment	Data Element	Comments
376	2320 – Other Subscriber Information	AMT	AMT02- COB Total Medicare Paid Amount	**Note: For providers submitting Medicare coinsurance & deductible claims report Total Medicare Paid Amount
403	2330A – Other Subscriber Name	NM1	NM109 – Other Insured Identifier	**Note: For providers submitting Medicare coinsurance & deductible claims — Use the Medicare ID for the enrollee
411	2330B – Other Payer Name	NM1	NM109 – Other Payer Primary ID#	**Note: For providers submitting Medicare coinsurance & deductible claims – 2330B, NM109 should match the value you are submitting in 2430, SVD01
446	2400 – Service Line	SV2	SV201 – Service Line Revenue Code	Virginia Medicaid requires a 4 digit revenue code. If a 3 digit revenue code is submitted, it will be right justified and zero filled.
446	2400	SV2		Virginia Medicaid recommends submitting 350 or fewer service lines for each institutional claim. Claims submitted with more than 350 service lines may be subject to processing delays.
37 Addend	2410 – Drug Identification	LIN	LIN02 – Product or Service ID Qualifier	Use "N4" for NDC code.
37 Addend	2410 – Drug Identification	LIN	LIN03 – National Drug Code	An NDC code is required when a 'J' procedure code is billed in the SV2 segment (2400, SV202-2) and the bill type (2300, CLM05-1) is '13'.  Virginia Medicaid will capture only
				the first occurrence of the LIN segment for each revenue line. If billing for a compound medication with more than one NDC, then each applicable NDC must be sent as a separate revenue line.
39 Addeno	2410 – Drug Pricing	СТР	CTP03 – Unit Price	This value is required for this segment to be complete, but Virginia Medicaid will not use this value in pricing. A zero dollar amount is acceptable.



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Page	Loop	Segment	Data Element	Comments
39	2410 – Drug	CTP	CTP04 – Quantity	Input the quantity of units
Addenda	a Pricing			
39	2410 – Drug	CTP	CTP05 – Composite Unit	Input the unit/basis of measure
Addenda	a Pricing		of Measure	
496	2430 – Service	CAS	CAS02 – Claim	For HMO submitted denied
	Line Adjudication Information		Adjustment Reason Code	Encounters, use CAS02 Claim Adjustment Reason Code (code source 139) to indicate the denial reason.  **Note: For providers submitting Medicare coinsurance & deductible claims – Use "1" for Deductible amounts Use "2" for Coinsurance amounts Use "66" for Blood Deductible amounts  Adjustment amounts may be reported at the claim line or service line but not both.